

Frederick County Department of Aging Volunteer Position Description

Position Title	Receptionist
Purpose	To cover the front desk and provide “down time” for Administrative Specialist to perform other tasks.
Position Description of Duties	<ul style="list-style-type: none"> ○ Answer and refer phone calls. ○ Sell Transit tickets. ○ Greet and direct visitors to the building. ○ FSC tours as needed. ○ Copy items for seniors as needed. ○ AIM filing.
Qualifications for position	A willingness to help others and learn about the programs at the Dept of Aging. Patience is also needed for working with seniors. Must be at least 18 years of age.
Time Requirement	12:00 – 4:00 every other Friday.
Location of Assignment	Front desk at the Frederick Senior Center
Orientation and Training	Brief training on phone system, transit tickets, and programs at the DoA. Training on copier use.
Benefits	They are able to learn more about the programs at the senior centers and DoA. There is also friendly interaction with seniors.
Evaluation & Reporting Procedures	Report to Administrative Specialist and Director of DoA.
Supervisor:	Sue Ramsburg, Administrative Specialist
Contact Person:	Sue Ramsburg, Administrative Specialist
Contact Info:	301-600-1605 or sramsburg@FrederickCountyMD.gov